



Minutes of a meeting of the Executive of Cornwall Cricket Board Ltd on
Monday 4th July 2022, 6.00pm.



Present: J Skinner (JS), A George (AG), J Stephens (JSt), S Dee (SD), P Howells (PH), T Law (TLa), R Trethowan (RT), A Widdison (AW)

Apologies: T Heayn (TH), C Leathley (CL), M Kent (MK)

Other attendees:

Start: 6.00pm (online)

1. The Minutes of the last meeting on the 7th June were adopted and signed as a true record by JS.

Matters arising/Action points 9th May 2022

Companies House is updated and now accurate, the Portas report has been found and will be sent out with the minutes, please keep this to yourself. The Governance Forum will be on the 18th July with a dozen saying that they will attend currently.

Is everyone happy with the structure of the minutes to go online, AG, do we have to do it? There was feeling of gaining trust from Associations and from the ECB this process is of good practice. On the CCB website, there could be a statement on the CCB website stating that through freedom of information, people can ask for copies. Minutes will be approved a month later once signed. It was agreed to place the minutes on the CCB website after their signing one month later.

2. **Finance** – We now have everything up to the end of May in Xero, the report states where we are around the income, costs of sales, sundries fees paid on a monthly basis. It does show that we are operating a surplus profit of five thousand pounds, overall the report shows a reporting profit of £91,000. We are planning to get up to date with June's expenditure and our budget to enable us to understand our budget and the spend within. The Xero app allows us to track expenditure on a day to day basis. Both PH and JS would like to go into more detail around the budget and we will be working with Jon Lambert to understand

The Bank mandate has been completed for DoF and Jon Lambert but access has not been provided due to a delay from Natwest. Joe Skinner is the only one with access to the bank to make payments, this is a risk, single point of failure if anything were to happen to JS. We are battling with Natwest and will keep doing so. Once resolved we will have three signatories with is a much safer place.

We have had the Kings Festival invoice which is £17,000, income will come in to pay for it but there will be a large amount of money going out of the bank account.

We will circulate the Financial reports with the minutes.

The Over 50/60s have asked for financial help to support them in their admin and travel. Can CCB support the O50/60s to the same amount as before. AW has a conflict of interest and has



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removed himself from the conversation. Everyone approves. The 050/60 to submit an invoice to CCB for financial transparency. JS to communicate to Trevor Lee.

There is a request from the Cornwall Women's Hundred for support through additional finances of a second umpire at each Hundred Game. There is a concern that CACO do not have the capacity. Do we have any female umpires, no we don't but would be something to work on for the future. Financial support was approved. RT to talk to Kellie Williams about making contact with CACO.

- 3. Safeguarding** – There was a confidential conversation at which point the recording stopped. The ECB are doing a review of audit in safeguarding, Jane Law and AW are taking part in a webinar to find out what the audit involves. A proactive approach but talking to a number of people, young and old to find out what safeguarding is like in Cornwall, but a national audit. We will now more post the webinar, but looking like September for an Audit date.

Clubmark, we should congratulate the staff on the huge amount of work they have completed in supporting the clubs in getting to the compliance. Credit to the club volunteers for getting this work done. The CCB (JS) has held a conversation with the ECB regarding the impact Clubmark has had on the volunteers as there is no purpose with exception to PL and County 1. We have about 95% of club documentation uploaded which is excellent. We are now in the process of reviewing all Clubmark folder and documents to sign off to the ECB. Clubmark has taken a huge amount of time which is not efficient for CCB. TL, there is a need to hold a review on Clubmark. Timing of the process does not work for clubs, we are in favour of pre or post season but not in season as people are too busy. Where is the ECB going with Clubmark, we need to challenge the ECB on them deciding their purpose of Clubmark.

AW, how can we share safeguarding and increase awareness? Somerset Cricket Foundation are holding a Safeguarding evening open to Directors. AW planning to attend and steal their ideas. Welcome AW attending and holding a similar event in Cornwall

- 4. ECB Governance Review update** – No need to change in proposals, slides will be worked up in the next week for the 18th. TL CL and JS to have a meeting next week to run through and confirm. AW, Do all the people know what the meeting is about? Is it worth sending the information out in advance such as the organogram, reasons why etc? Most people would have had access to it as they would have been involved in the meetings previously. We will discuss process on Monday 11th July.
- 5. PRFP Meeting** – 8th November Cornwall Cricket have got our ECB CPA performance (PRFP) meeting which will involve JS, AG, CCCC (Godfrey Furse) and formally Steve Oakley as our County Champion. Does anyone else want to take this position on? The ECB have asked to review four points as laid out on the agenda. Suggested that these point are sent out post the meeting and Directors to feedback to discuss at the next meeting. JS to Send out.
- 6. Cost of living strawman paper (TL)** – There is inevitably an increase in costs associated with taking part and delivering cricket in Cornwall. There is going to be an impact in Cornwall, a



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couple of clubs could fold and people could struggle to take part in the game as a consequence of increased costs. Focus on the recommendations, suggested a review, talking to clubs and people to find out information. Get ahead of the game so we can identify a resource and process to support people and clubs.

Do people agree with the recommendations and to look at a way forward? Yes in agreement.

There are now concerns on staff and the costs of the cricket centre which are clearly going to increase around electricity and rates.

Through Clubmark folders we have the ability to understand clubs' finances through Clubmark. It is the one team clubs that don't have juniors that may be at more risk as they don't have the revenue to sustain themselves. Is it worth producing a RAG rating for clubs to determine those that may be at risk. Agreed that this was a good suggestion. This maybe a programme for after the season as staff will be really busy until the end of September. Pull together information on current club finances and costs of autumn renovation to clubs. JS to start investigating clubs and current grants and update our website.

Staff mileage, do the staff claim monthly, starting to but they do have freedom to claim when they need.

Bigger spends on travel for work and CAG, we need to start paying for that rather than the staff paying for it to help staff cashflow, booked and paid for centrally. Agreed that this is the right process.

Can we look at Bank cards for staff. JS to investigate cards for managers, limit it to a few to enable us to manage the process.

PH to investigate our savings accounts (Aldamore) to yield a better return.

Charitable Status, suggestion that we invite someone from SCCF or GCF to the next meeting to discuss Charitable status. CCB to seek professional advice. CCB does have CCT which if the Governance review comes about we as a CCB have the ability to define how the CCT can work better for CCB.

8. AOB

Trademark – We have been approached by Mario Chadwick asking for a response on the trademark, letters circulated prior to the meeting. With agreement AG forwarded on the paperwork to Richard Sharp (Solicitor) who has responded suggesting that CCB is in a good place due to the timings of the trademark, but also suggests that we meet up with Mario Chadwick to discuss and to come up with a solution. Richard also suggested that we seek legal advice as he does not have the full understanding. RT, if you go straight into a meeting without the full understanding a full understanding could be dangerous. AG to speak to Richard Sharp again to try and identify Legal support to give us the understanding. RT to speak to Charles French who may know someone. RT, have we ever investigated joining the federation for



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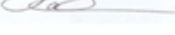


Small Businesses? They could offer some of the legal cover or advice for an annual fee. RT to investigate through the FSB. It was agreed to seek legal advice before going into the meeting. It was agreed to write an acknowledgment letter and that we will be in contact soon with a full response to Mario Chadwick. PH to investigate joining the FSB.

August the 1st meeting normally gets postponed due to the holiday period, also the bank holiday. It was agreed to bring the next Exec meeting forward a week. If there are developments on the Trademark meeting we will agree to convene a meeting as soon as possible.

Date of next meeting: 25th July 2022

Meeting closed 7.17pm

Signed  (CCO)

Date: 25th July 2022

Action Point	Who to complete action
Circulate the Financial Report	Joe Skinner
Confirm the bursary to O50/60s	Joe Skinner
Enquire about Umpire availability for Hundred	Robin Trethowan and Kellie Williams
Send out ECB PRFP questions to Directors	Joe Skinner
Investigate access to CCB Credit cards for staff	Joe Skinner
Investigate investment opportunities	Pete Howells
Invite Glos/SCCC Lead Officer to CCB meeting	Joe Skinner
Contact Richard Sharp – Legal Support	Anita George
Contact Charles French	Robin Trethowan
Investigate memberships of FSB	Robin Trethowan
Contact Mario Chadwick Acknowledgment	Joe Skinner